

(Use Office of the Secretary letterhead)

(Date will be stamped here after the letter is signed by the Secretary)

MEMORANDUM FOR: Lana Dickey
Director of Presidential Proclamations

From: Tracey Rhoades
Director, Executive Secretariat

Subject: Draft Presidential Proclamation

Attached is a draft Presidential Proclamation for*give brief explanation and background of event, publication, or reason for proclamation; whether previous Presidential and/or Secretarial proclamations have been done (the White House requires a minimum of 3 months lead time for any new proclamation); date the proclamation is needed and why, such as to meet printing deadlines, etc.; a name and phone number of a point of contact in your agency; and whether you want to pick up the proclamation or have it mailed.*

The proclamation itself should be typed on plain paper as an attachment to this memorandum.

Attachment